

Volume No. 1—Policies & Procedures	TOPIC NO.	20336
Function No. 20000—General Accounting	TOPIC	AGENCY TRAVEL PROCESSING
Section No. 20300—Cash Disbursements Accounting	DATE	July 2006

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Travel Charge Card

Overview

Travel charge cards provide traveling employees with a means of charging expenses incurred while **conducting official State business only** thereby reducing the need to issue cash travel advances. There are two types of Travel cards:

Individual Liability Travel cards where all charges made using this state-sponsored charge card are the employee's responsibility and payable in full each month regardless if you have been reimbursed for the expenditures. Typically, employees who travel overnight at least twice per year are issued cards. Noncompliance with travel charge card policies by cardholders is grounds for revocation of card privileges without alternate Travel Cash Advance privileges.

Agency Liability Travel Card is only to be used for airline purchases. This bill comes to the agency and is paid monthly by the agency.

GE MasterCard is the State's travel charge card provider.

Travel Charge Card services must be obtained through agency participation in the Statewide contract administered by the Department of Accounts (DOA).

An agency interested in participating in the Travel Charge Card Program (TCC) should contact DOA's Charge Card Analyst at 804-371-4350 to designate the Travel Card Program Administrator, obtain the necessary forms and information, and receive initial training.

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Travel Charge Card, Continued

Role Definitions **Travel Card Program Administrator (Program Administrator)** —This individual is registered with GE MasterCard as the only person authorized to make changes (e.g., add or cancel cards) for the TCC program at the agency. The Program Administrator is designated by the agency head or their designee authorizing officer using a Program Administrator form.

Statewide Charge Card Analyst—This individual is responsible for monitoring and reporting on statewide activities for the TCC. The Statewide Charge Card Analyst receives and processes agencies' Program Administrator forms, provides statewide training, and resolves programmatic issues with GE MasterCard on behalf of the Commonwealth's agencies and institutions.

GE MasterCard Commonwealth of Virginia Dedicated National Account Manager —This individual is dedicated to the Commonwealth's program and represents GE MasterCard in all activities related to the administration of the travel card contract. These activities include initial program sign-up and training, management information assistance and research, participation in statewide training programs, and problem resolution.

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Travel Charge Card, Continued

Agency Responsibility

- Designate a senior fiscal or administrative staff member as the Travel Card Program Administrator (TPA) and a backup. This person is responsible for issuing cards to employees and for canceling and returning cards of terminated employees or employees who are delinquent on their GE MasterCard Travel account.
- Determine which employees should receive a travel charge card. Typically, employees who travel overnight at least twice per year are issued cards.
- Coordinate applications for both the employee Travel Card and the Agency Travel Card (ATC).
- Ensure all employees with a travel charge card are reimbursed for their travel expenses using Electronic Data Interchange. The affected Cabinet Secretary must approve any exceptions to this requirement. See DOA Contacts for EDI information.
- Establish cash advance programs, if necessary, as a component of the charge card program subject to adequate internal controls over the program while ensuring cost effectiveness. As with all charges on the card, the cardholder is liable for cash advances and they are included in the travel card bill for the employee.
- Limit travel cash advances for cardholders to the minimum amount necessary for out-of-pocket expenses. This amount should not exceed a reasonable allowance such as \$25 per day.
- Process promptly the cardholder's *Travel Expense Reimbursement Voucher* in order for the cardholder to have the funds to pay the charge card bill within GE MasterCard's timeframe.
- Review travel charge card reports monthly to ensure cardholders are paying their balances timely.
- Revoke charge card privileges without alternate cash advance privileges for employees who do not pay timely.
- Review travel charge card reports monthly to ensure cardholders are only using travel charge cards for appropriate expenses incurred while conducting official State Business.
- Revoke charge card privileges without alternate cash advance privileges for employees who use travel charge cards for personal purchases.
- Review travel charge card reports to identify cardholders that have not utilized their travel charge cards in the previous 12 months.
- Cancel charge card privileges of cardholders whose account has remained inactive for 12 months.

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Travel Charge Card, Continued

Travel Program Administrator Responsibilities

It is the responsibility of the agency Travel Program Administrator to:

- provide a copy of the CAPP Manual Topic 20336, *Agency Travel Processing*, to the employee receiving the travel charge card;
- advise the employee and the employee's supervisor that the GE MasterCard travel charge card should be used for appropriate **business travel** expenses only; advise the employee and the employee's supervisor that payment on the card is required **in full** each month, regardless if there are any disputed charges. GE MasterCard or the vendor will credit the account once the issue is resolved;
- advise the Agency Travel Card (ATC) cardholder that the card is only to be used for airline purchases and it is an agency liability card; therefore, the agency is liable for all charges on the ATC.
- monitor agency cardholder activity monthly for
 - delinquent payments,
 - inactive cards,
 - inappropriate purchases;
- report infractions to the agency management;
- take appropriate action when corrective action is not taken by the cardholder and/or cardholder's supervisor;
- take the annual online TPA training;
- ensure that supervisors/reviewers of the Agency Travel Card take the annual online training;
- ensure that cardholders take annual online cardholder training;
- complete the Annual Cardholder Review Certification for the Agency Travel Card; and
- maintain current contact information with DOA for all Program Administrators, backups and fiscal contacts.

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Travel Charge Card, Continued

Process

The following table shows the process for issuing a card.

Stage	Description
1	The supervisor of the employee requesting the travel charge card should submit a written request to the Travel Program Administrator using the Corporate Card Application. There are two forms of the travel application. First is the Individual Travel Card, which is individual liability. There is a separate application for the Agency Travel Card (ATC), which is agency liability. The supervisor must sign and date and retain a copy of the application for their files.
2	The Travel Program Administrator will verify the following: <ul style="list-style-type: none"> • The request meets the requirements of this policy; • The request is signed by the employee indicating complete understanding of his/her responsibilities while using the Commonwealth of Virginia travel charge card, or Agency Travel Card (ATC); and, • The supervisor of the employee signs the request.
3	Upon approval, the Travel Program Administrator will do the following: <ul style="list-style-type: none"> • Apply for the card via the submission of a “Turbo File” (i.e., formatted Excel spreadsheet) via an email to Department of Accounts (DOA) at cca@doa.virginia.gov. There are two different Turbo files for each of the different card types. • Ensure all required fields are completed in the Turbo File. • Ensure the Travel Card Employee Agreement is signed for Individual Liability cards and the Agency Travel Card Employee Agreement is signed for the ATC cardholders. • Provide the employee requesting the travel card with a copy of travel charge card policy and procedures as well as the location of the online cardholder training in PowerPoint format.
4	GE MasterCard will process the request and, upon approval, issue the travel charge card directly to the employee, unless otherwise requested during agency implementation.

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Travel Charge Card, Continued

Cardholder Use & Responsibility It is the responsibility of the **Individual Travel Cardholder** to:

- have an annual salary of least \$15,000.00;
- use the travel charge card for reimbursable travel expenses only while conducting official State government business in accordance with CAPP Topic 20335;
- use the travel charge card for reimbursable meal expenses while conducting official State government business while not in travel status;
- ensure that all travel expenses charged to the card comply with the current State travel regulations; (Exceptions include only those personal expenses that cannot be reasonably separated from reimbursable expenses such as a personal phone call included in a lodging bill or a spouse's dinner included in a restaurant bill. Such expenses must be paid **in full** from the cardholder's personal funds within the payment terms specified by GE MasterCard.)
- retain actual receipts for charge card purchases; travel expense reimbursements will not be made from charge card statements or tissue receipts;
- submit a Travel Expense Reimbursement Voucher to obtain State reimbursement upon completion of travel;
- receive travel charge card bills and pay card balances **in full** upon receipt of the monthly statement; (Any late fees or finance charges are the responsibility of the cardholder.)

It is the responsibility of the **Agency Travel Cardholder** to:

- use the Agency travel card for approved airline expenses while conducting official State government business;
- ensure that all travel expenses charged to the card comply with the current State travel regulations;
- retain official receipts for charges made on the card;
- maintain a log to record all purchases on the card as they are made for reconciliation when the statement arrives;

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Travel Charge Card, Continued

Improper Use Improper use of any travel charge card includes, but is not limited to:

- use for personal purchases not incidental to a business purpose, such as movies, utility bill, home and garden supplies, etc.,
- failure to promptly apply reimbursements for charged business expenses to the account, and
- failure to pay the bill in full each month by the due date.

Travel Program Administrators are expected to promote and enforce compliance with this policy.

Statement & Remittance

GE MasterCard travel charge card statements are sent monthly to each employee cardholder with a balance. GE MasterCard charge card balances must be paid **in full** upon receipt of the statement.

In addition, cardholders can view their monthly statements online by accessing *GE Net Services for Cardholders*.

The web address is www.genetservice.com.

For more information, a charge card administration guide is available at http://www.doa.virginia.gov/procedures/Payroll/Charge_Card_Administration.htm.

For both the individual liability and Agency Travel Card, minimum or partial payments are not permitted. For individual travel cardholders, it is the cardholder's responsibility to stay within the established limits and to pay the balance **in full** upon receipt of the monthly statement regardless if they have received reimbursement for their travel expenses.

Agency Travel Cards must be paid by each agency monthly by the due date. Agencies must use the Vendor ID 061301495 and a suffix of 25 to ensure the payment is sent via EDI to GE MasterCard. Agencies are to use a Type 3 batch and trans code 334 for debits and trans code 149 for credits.

Individual travel cards are to be paid by the individual cardholder regardless of being reimbursed by the agency for the expense. Payments may be made to GE MasterCard by mail, telephone or online through *GE Net Service for Cardholders*.

Disputed charges must be reported to GE MasterCard via GE Net Services or completion and mailing of the form provided on the back side of each statement. Note: online disputes are generally resolved in a quicker manner than those submitted in writing.

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Travel Charge Card, Continued

Monitoring GE MasterCard provides agencies detailed management information reports that enable Travel Program Administrators to monitor cardholder usage, policy compliance, and frequency of vendor usage.

Management information reports available through GE's Strategic Account Management (SAM) system include but may not be limited to:

- Monthly Issuance/Cancellation
- Cardholder Listing
- Cash Advance
- Delinquency History
- Cardholder Activity Report

Travel Program Administrators can use SAM for access to online reporting. SAM is a secure, password protected system which provides electronic versions of standard reports and data files. Data reflected in these reports and data files will be available from 24 to 48 hours of the transaction date.

To obtain logon information for SAM —

Program Administrators automatically get access to SAM. For other staff, a Strategic Account Management Request Form must be completed. This can be found on DOA's web site at http://www.doa.virginia.gov/procedures/Payroll/Charge_Card_Administration/Forms/Forms_Main.htm

Compliance Failure

Failure to comply with any of the provisions of these policies may result in:

- notice to the cardholder outlining the violation;
- report of violation to:
 - Travel Program Administrator,
 - Cardholder's supervisor,
 - Division Manager or Department Head;
- closing of the account, in which case the Travel Program Administrator will notify the cardholder's supervisor who will be responsible for ensuring the full payment of the account balance is made and collecting the travel card.

Note: Failure to comply with the provisions of this policy may result in disciplinary action **including but not limited to possible termination of employment.**

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Travel Charge Card, Continued

Closing Accounts

It is each supervisor's responsibility to retrieve travel charge cards from employees at termination or card revocation and destroy the card (preferably in the employee's presence). The Travel Program Administrator must complete the steps in the following table to close the account.

Step	Action
1	Cancel travel charge card on line via Net Service.
2	Identify cardmember's unbilled and unpaid charges through Net Service.
3	For individual liability travel cards, preferably collect the outstanding GE MasterCard balance through the employee's supervisor or during the employee's exit interview. Alternatively, a letter to the cardholder should be sent to the address of the employee reminding them of their obligation to pay the outstanding balance.
4	Verify that payment has been made to GE MasterCard. Note: Termination of employment does not eliminate the Program Administrator's responsibility to monitor payments to ensure the balance is cleared.

Delinquent Balances

If, after the employee leaves the state agency, institution, or public body, there is a delinquent balance remaining on the account, the account will be placed in GE MasterCard collections.

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Travel Cash Advances

Introduction

The use of temporary and permanent cash travel advances should be minimized or discouraged for employees who typically travel more than twice a year. Travel charge cards should be issued to such employees. When an agency approves a request for a cash travel advance, the procedures in this CAPP topic apply.

If the travel advance is from other than petty cash, the accounting voucher must be forwarded to DOA at least 10 days but no more than 30 days before departure.

Temporary Travel Advances

Temporary travel advances may be made from an agency's private funds, petty cash, or State funds for a traveler who is going to travel on State business. Controls should be in place to ensure that all advances are repaid. The employee must repay them within 30 days of the processing of the travel reimbursement voucher. (Petty Cash constraints/procedures are defined in CAPP Topic 20330, *Petty Cash*.)

Permanent Travel Advances

Permanent travel advances are strongly discouraged in favor of travel charge cards. When unavoidable, permanent travel advances may be made to an employee who travels regularly and on a frequent basis. In these instances, a written explanation of why a permanent travel advance was needed must be on file in the fiscal office.

Agencies and institutions should ensure that permanent travel advances do not exceed anticipated out-of-pocket business expenses for a one-month period. The allowance must be reasonably calculated not to exceed the amount of the employee's expenses or anticipated expenses. Employees are required to return amounts that exceed actual anticipated business expenses. The employee must repay advances before the last day of employment or no more than 30 days after a change in responsibilities, which eliminates the need for a permanent advance.

Agencies must also review travel periodically to ensure that employee travel advances are justifiable.

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Cash Advance Procedures

How to Request a Cash Travel Advance

Use the following procedure to request a cash travel advance.

Step	Who	Action
1	Traveler	Prepares a travel authorization/advance form and forwards to the agency fiscal office.
2	Agency Fiscal Office	Processes the travel advance using Transaction Code 343. <u>Note:</u> Both the current document number and suffix are required in the voucher's accounting grid and are assigned by the agency. <u>Important:</u> It is the agency's responsibility to ensure that employees promptly return amounts, which exceed the actual business expense.

How to Process a Cash Travel Advance after Completed Travel

Once travel has been completed, the traveler submits a Travel Expense Reimbursement Voucher. It is the agency fiscal office's responsibility to record expenditures in CARS against the traveler's cash travel advance under the following circumstances.

If expenditure. . .	Then . . .
is less than the Cash Travel Advance	<ul style="list-style-type: none"> Record actual expenditures using Transaction Code 326. Enter in the accounting grid the Reference Document Number and Suffix (corresponding to the Current Document Number) that was assigned when the Cash Travel Advance was obtained. [The Reference Document Number and Suffix MUST BE IDENTICAL to the Current Document Number for CARS to track the cash advance.] Enter normal expenditure coding (e.g., fund, program, and object).

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Cash Advance Procedures, Continued

How to Process a Cash Travel Advance after Completed Travel (continued)

If expenditure . . .	Then . . .
is less than the Cash Travel Advance	<p>No check is generated, but that portion of the advance equal to the amount of the expenditure is liquidated. The traveler owes the difference between the amount expended (Grand Total) and the amount advanced. The traveler repays this to the agency, which in turn deposits the repayment via a Deposit Certificate (DC).</p> <ul style="list-style-type: none"> • Enter Transaction Code 010 on the DC as well as the Reference Document Number and Suffix to track the advance. • Attach a copy of the DC to the Travel Reimbursement Voucher as documentation that the balance due the State has been repaid.
is equal to the Cash Travel Advance	<ul style="list-style-type: none"> • Enter Transaction Code 326 to liquidate the advance since no amount is reimbursed and no check is generated.
is greater than the Cash Travel Advance	<ul style="list-style-type: none"> • Enter Transaction Code 326 for the amount <u>equal</u> to the amount of the advance. The Reference Document Number and Suffix and usual CARS coding are required. • For state employees, enter Transaction Code 332 only for the expenditure amount that <u>exceeds</u> the advance. Normal CARS coding is required; however, do not use the Reference Document Number with the Transaction Code 332 amount since the advance will have already been liquidated. The certified amount for the voucher is the total amount of the Transaction Code 332 lines of coding. • For non-state employees, enter Transaction Code 468 only for the expenditure amount that <u>exceeds</u> the advance. Normal CARS coding is required; however, do not use the Reference Document Number with the Transaction Code 468 amount since the advance will have already been liquidated. The certified amount for the voucher is the total amount of the Transaction Code 468 lines of coding.

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Travel Expense Reimbursement

Forms

A standard State *Travel Expense Reimbursement Voucher* (Form DA-02-041) is available for use by all agencies and institutions. Agencies are authorized to develop and use other forms, which may be either paper or electronic, with the approval of DOA. DOA's review and approval ensures that all necessary data fields are displayed on the substitute travel reimbursement form.

All sections of the *Travel Expense Reimbursement Voucher* must be completed.

Exceptions

All exceptions and out-of-country rates must be attached to the voucher in addition to all other documentation required as identified in CAPP Topic 20335, *State Travel Regulations*.

Travel Reimbursement Methods

Reimbursement for travel-related expenses can be made to the traveler in three ways as follows:

- Electronic Data Interchange (EDI) where the money is deposited directly into the traveler's checking account via electronic transfer (if an agency has entered into an EDI agreement and enrolled its employees). All employees likely to travel on official business of State government more than twice per year must be enrolled in EDI and reimbursed for travel costs using EDI as outlined in the Appropriation Act.
- Check mailed to the traveler.
- Petty cash reimbursement made to an occasional traveler for an amount not to exceed \$100 per trip per month.

Responsibility

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information, the legitimacy of the travel, and the appropriateness of the expenses. The signature of the traveler's supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper.

If the traveler is requesting reimbursement for other than his/her own expenses, the other parties must be identified and justification for payment provided. The traveler shall not claim M&IE reimbursement for anyone other than himself.

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Travel Expense Reimbursement, Continued

Sponsored Program Funds

All monetary travel reimbursements for meals, lodging, airfare, etc., funded solely from sponsored program funds are governed by the terms and conditions of the individual grant or contract. If the grant or contract is silent regarding these monetary reimbursements, the limitations in these CAPP Topic Nos. 20335 and 20336 will apply. In all cases, administrative requirements cited in these CAPP topic Nos. 20335 and 20336 must be followed. “Sponsored Program” must be clearly stated on the reimbursement voucher. (See Definitions in this CAPP topic and CAPP Topic 20335, *Travel Regulations*, for further guidance.)

Reimbursement Payment Process

The following table describes the reimbursement payment process. Expenditure coding guidance is found in CAPP Topic 20310, *Expenditures*.

Stage	Description
1	Employee submits the <i>Travel Expense Reimbursement Voucher</i> to the supervisor within <i>thirty (30)</i> working days after completion of the trip. In the case of continuous travel, the employee submits the voucher to the supervisor within <i>thirty (30)</i> working days of the last day of travel for which reimbursement is requested. <i>However, reimbursements must be processed in a timeframe that allows travel charge card payments to be made by the specified due date.</i>
2	<u>For all travel vouchers:</u> An appropriate authority (as defined in related Authority Approval section) should approve the voucher and submit the voucher to the agency’s fiscal office for processing within three (3) working days of receipt from the employee. <u>For non-State employee travel vouchers:</u> Agency Head or designee should approve the voucher and submit the voucher within three (3) working days of receipt from the non-State employee.
3	After receipt of the voucher, the Agency Fiscal Office should submit it to DOA for processing within five (5) working days.

Note: All outstanding travel accounts should be settled in full at the close of each fiscal year. Decentralized agencies must retain travel records.

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GE MasterCard Corporate Payment Services

MasterCard Corporate Card Application ALL INFORMATION REQUIRED

Employee: Please print clearly and completely. Incomplete applications cannot be processed.

Cardholder's Name (First, Middle Initial, Last)	Social Security Number
Street Address	Home Phone Number ()
City, State, Zip Code	Business Phone Number ()
Mother's Maiden Name	Date of Birth

CARD HOLDER AGREEMENT (PLEASE READ PRIOR TO SIGNING)

I request that GE Capital Financial Inc. issue a Corporate GE MasterCard (Corporate Card) to me. I understand and agree that the Corporate Card must be used only in accordance with the GE Capital Financial Inc. Corporate cardholder agreement (the "Cardholder Agreement") to be provided with the Corporate Card and with the Travel Policy of the Commonwealth of Virginia sponsoring this card program (the Company"). I agree to surrender the Corporate Card and discontinue use immediately upon request or upon termination of my employment for any reason. I agree to be bound by the Cardholder Agreement and I will sign the Corporate Card as soon as I receive it. My use of the Corporate Card will also indicate my acceptance of the Corporate Card and the terms of the Cardholder Agreement. I understand that any use of the account number without the Corporate Card, however initiated, shall also be deemed to be use of the Corporate Card and acceptance of the Cardholder Agreement. I understand and agree that the Corporate Card is only for authorized business purposes of the Commonwealth of Virginia and not for personal, family or household purposes. I am solely responsible for payment of the card regardless if I have received reimbursement.

I understand and agree that all information relating to me and/or my Corporate Card Account may be shared with the Commonwealth of Virginia to assist them in maintaining their records, managing business related expenses and coordinating collection efforts, among other things. I understand and agree that this information will not be kept confidential from the Commonwealth of Virginia.

Federal law requires us to obtain, verify, and record information that identifies you when you open an account. We will use your name address, date of birth and tax identification number for this purpose.

Cardholder Signature Signed	Date
Supervisor Signature	Date

To be filled out by the Program Administrator

Agency Name and Agency Number

Credit Limits: _____ (*not to exceed \$5,000 w/o DOA approval)	Fixed Cash Limit: _____ (*not to exceed \$500 w/o DOA approval)
--	---

Cardholder Profile - Retail Limits (please check one)

<input type="checkbox"/> \$0 (ETA0000)	<input type="checkbox"/> \$50 (ETA0050)	<input type="checkbox"/> \$250 (ETA0250)	<input type="checkbox"/> \$500 (ETA0500)
Cannot exceed \$500 w/o DOA Approval			

Program Administrator – Authorizing signature for card issuance

Program Administrator Name (first, Middle Initial, Last)	Office Number (Area Code, Phone Number)	Email Address
		Fax Number
Program Administrators Signature	Date Signed	

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GE MasterCard Corporate Payment Services

Agency Travel Card

ALL INFORMATION REQUIRED

Please print clearly and completely. Incomplete applications can not be processed.

Cardholder's Name (First, Middle Initial, Last)	Social Security Number (Security Code) (Agency number followed by all 9's)
Street Address	Business Phone Number ()
City, State, Zip Code	Agency Name
E-mail Address	Agency #

To be filled out by the Program Administrator

Standard Spending Authorization Parameters

Credit Limits: _____ (*not to exceed \$5,000 w/o DOA approval)	Single Purchase Limits: _____ (*not to exceed \$5,000 w/o DOA approval)	
<i>Hierarchy Level:</i>		
Level 1: 03000	Level 2: _____	Level 3: _____
<i>Program Administrator – Authorizing signature for card issuance</i>		
Program Administrator Name (first, Middle Initial, Last)	Office Number (Area Code, Phone Number)	
Email Address	Fax Number	
Program Administrators Signature	Date Signed	

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Commonwealth of Virginia Corporate (Travel) Card Employee Agreement

I, _____, acknowledge receipt of a GE MasterCard Corporate Travel Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool in which I use to obtain travel related services and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency.
2. I understand that I am liable to GE MasterCard for all authorized charges made on the Card.
3. I agree to use this Card for official state business travel only and agree not to charge personal purchases. I understand that my agency will review the use of this Card and the related management reports and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
5. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.
6. If the Card is lost or stolen, I agree to notify the Travel Program Administrator and GE MasterCard immediately.

Employee Signature/Date

Agency Number

Supervisor's Signature

Date

Program Administrator's Signature

Date

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Commonwealth of Virginia
Agency Travel Card
Employee Agreement

I, _____, acknowledge receipt of a GE MasterCard Agency Travel Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool to purchase travel related items and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency.
2. I understand that my agency is liable to GE MasterCard for all authorized charges made on the Card.
3. I agree to use this Card for official state business travel only and agree not to charge personal purchases. I understand that my agency will review the use of this Card and the related management reports and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
5. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.
7. If the Card is lost or stolen, I agree to notify the Travel Program Administrator and GE MasterCard immediately.

Employee Signature/Date

Agency Number

Supervisor's Signature

Date

Program Administrator's Signature

Date

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Function No. 20000—General Accounting	TOPIC	AGENCY TRAVEL PROCESSING
Section No. 20300—Cash Disbursements Accounting	DATE	July 2006

Records Retention

Maintenance Copies of travel-related documentation are to be maintained on file in each agency for 3 years. Agencies and institutions participating in the Decentralization of Financial Records must maintain original documentation for a period of 3 years.

DOA Contacts

Contacts

Director, General Accounting



(804) 225-2244



gacct@doa.virginia.gov

EDI Employee Enrollment Information



(804) 225-2713



edi@doa.virginia.gov



http://www.doa.virginia.gov/General_Accounting/EDI/EDI_Main.cfm

Travel Charge Card



(804) 371-4350

FAX (804) 786-9201



CCA@doa.virginia.gov

GE MasterCard - Commonwealth of Virginia

Program Administrators Only



866-843-1368



Cov.crr@ge.com

Travel Cardholders



866-834-3227

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Subject Cross References

References

CAPP Topic No. 20310—*Expenditures*
 CAPP Topic No. 20330—*Petty Cash*
 CAPP Topic No. 20335—*State Travel Regulations*
